



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT SUPPORT LOGISTICS AGENCY



How to Enroll Application for Participation

Last Updated July 14,
2011



Enrollment

- To enroll in the 1033 Program:
 - An LEA must complete an Application for Participation
- The Chief Executive Official of the LEA must sign the application.
- The State Coordinator will validate / sign the application and forward to LESO for approval.
- LESO will approve / disapprove within 1 business day.
- Once approved, the LEA will receive a letter of “Authorization to Screen Property”.



Application Information

- Located on our website:
 - [https://www.dispositionservices.dla.mil/rtd03/le
so/](https://www.dispositionservices.dla.mil/rtd03/leso/) - “Forms” tab
 - “LEA Application for Participation”
- Form fillable
- Digital signature capable



Common Mistakes

- New or Update Box not checked at the top of the form
- P.O. BOX – Must be a physical address
 - P.O. Box may be entered in the Mailing Address Block
- Not legible – Form Fillable and can be typed
- No SIGNATURES on application
- No Screeners listed
 - An LEA is authorized up to four screeners.
 - If an LEA requests Weapons or Aircraft, there must be a designated POC for each commodity.



Application for Participation

LAW ENFORCEMENT AGENCY (LEA)
APPLICATION FOR PARTICIPATION

*This application must be updated and resubmitted within 30 days of any changes or on an annual basis

NEW UPDATE SCREENER ID (Update Only): _____

AGENCY: _____

PHYSICAL ADDRESS (No P.O. Box): _____

MAILING ADDRESS (If different than above): _____

CITY: _____ STATE: _____

ZIP: _____ EMAIL: _____

PHONE: _____ FAX: _____

NUMBER OF COMPENSATED OFFICERS WITH ARREST AND APPREHENSION AUTHORITY

FULL-TIME: _____ PART-TIME: _____ RESERVE: _____

SCREENER(S) POC: MUST HAVE AT LEAST ONE
*MAIN POC: Designated POC for calls and emails on 1033 Program requests and property pickup

SCREENER/MAIN POC: _____

SCREENER/POC #2: _____

SCREENER/POC #3: _____

SCREENER/POC #4: _____

WEAPON POC (Optional): _____

AIRCRAFT POC (Optional): _____

INVENTORY CHECK

Does the Agency currently have any equipment from the 1208/1033 Program? YES NO

WEAPONS: YES NO AIRCRAFT: YES NO WATERCRAFT: YES NO

TACTICAL VEHICLES: YES NO OTHER CONTROLLED PROPERTY: YES NO DEMIL A: YES NO
(LESS THAN A YEAR OLD)

*By signing this application, the Chief Executive Official/Head of Agency (Local Field Office) is aware of 1208/1033 Property currently in the possession of their department.

*Upon acceptance into the 1033 Program, I understand that I have 30 days to familiarize myself with the State Plan of Operation and all 1033 Program guidance that is provided by the State Coordinator and that by signing, I certify that all information contained above is valid and accurate.

CHIEF EXECUTIVE OFFICIAL:/
HEAD OF LOCAL AGENCY _____ PRINTED NAME _____ DATE: _____

SIGNATURE _____

STATE COORDINATOR:
(NOT REQUIRED FOR FEDERAL) _____ PRINTED NAME _____ DATE: _____

SIGNATURE _____

Insert the Screener ID for all updates.

Ensure all contact information is accurate.

If printed versus typed, please make sure the print is legible.

Note that we have added a mailing address section (if different than the physical address) based on your feedback.

Applications must be updated annually or as changes occur.